

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-130 (T)**

**SUBJECT:
Security Investigator (KIRKUK)
FSN-09 (Trainee Level)**

**DATE:
08/21/2011**

OPEN TO: All Interested Candidates/All Sources
(IF YOU APPLIED FOR THIS POSITION UNDER ANNOUNCEMENT
NUMBER 11-114 (T), YOU DO NOT NEED TO RE-APPLY)

FROM: Human Resources Office

POSITION: Security Investigator, Kirkuk (Trainee Level), FSN-09; FP-05*

REFERENCE: Security Investigator, Kirkuk, FSN-10; FP-05
FULL PERFORMANCE LEVEL VA 11-130

OPENING DATE: August 21, 2011

CLOSING DATE: September 4, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: * Ordinary Resident (OR): \$29,900.00 USD p.a. (Starting Basic salary)
Trainee Level of Position: Grade FSN-09

* Not-Ordinarily Resident (NOR): \$50,043.00 USD p.a. (Starting Basic
salary) Trainee Level of Position Grade FP-05

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

U.S. Embassy Baghdad is seeking individuals to fill the position of **Trainee Security Investigator** in the **Regional Security Office (RSO)** at the **U.S. Diplomatic Presence** in **Kirkuk**.

BASIC FUNCTION OF THE POSITION

The incumbent is the Senior Foreign Service National Investigator (FSNI) for a 3-Agent RSO Section and acts as the direct liaison between Special Agents in the RSO Office and senior Iraqi police/security/military officials on a variety of issues. The incumbent plans, conducts and/or oversees the background investigations of all newly hired locally employed staff (LES) and five-

year security clearance updates for all current LES at the U.S. Diplomatic Presence in Kirkuk, Iraq.

Works with RSO's cleared American investigator responsible for completing background investigations on new or current cleared American personnel. On behalf of the RSO, the incumbent conducts complex and sensitive criminal investigation involving/impacting American personnel and their dependents. The Senior FSNI is responsible for providing to the RSO periodic analytical reports on the criminal environment/developments in Kirkuk city and province, as well as throughout Iraq. The Senior FSNI will recommend programs and officers for a new Antiterrorism Assistance Program. S/he will act as a translator for the RSO at liaison meetings and for special programs/briefings for all Locally Employed Staff members, to include counterintelligence/defensive refresher briefings. The Senior FSNI will supervise, train and mentor six Personal Protective Specialists/Interpreters.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: A four-year college degree (Bachelor's degree) in English, criminal justice, administration, law or political science is required.

2. Prior Work Experience: Three years of progressively responsible experience (one of which in a supervisory position) in investigations, law enforcement, customs, or other security related field required.

3. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English, Kurdish and Arabic, and Level III (Good Working Knowledge) Turkmeni required. **(Language proficiency will be tested)**

4. Knowledge: Must have good knowledge of civil and criminal laws, as well as a good knowledge of U.S. Federal Protective Security Services requirements. Must be able to locate sources of documents and information pertaining to crime, marriage, divorce, adoption, military service, driving and related issues. Must understand the structure and responsibilities of the various Iraqi police and security agencies. Must be familiar with general police criminal investigative procedures, to include interviewing of applicants, interrogation of suspects, and knowledge of fingerprinting. Must possess, and be able to expand, a wide range of professional contacts in law enforcement and the private security industry. Must be experienced in the gathering, evaluation and interpretation of facts and information. He/she should have gained working experience investigations and personal/physical security at the operational level.

5. Skills and Abilities: Must be able to establish and maintain liaison relationships between Iraqi Security/Police/Military agencies and multiple U.S. Government Federal/State agencies. Ability to translate basic terms/concepts, as well as articles, security notices, RSO briefing memoranda, from English into Kurdish and Arabic both orally and in writing. Must be able to research the application of Iraqi laws vis-à-vis to situations impacting American personnel. Computer literacy and familiarity with the latest MS Office software package required. Time management and supervisory skills are essential. Must be able to operate a motor vehicle and travel to all U.S. Consulates and cities in Iraq.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e., Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on the link below:

<http://iraq.usembassy.gov/iraqis-jobs-opportunities.html>

E-mails received without the appropriate subject line will not be considered. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, for example: VA11-130 (T) Security Investigator (Kirkuk)

CLOSING DATE FOR THIS POSITION: SEPTEMBER 4, 2011

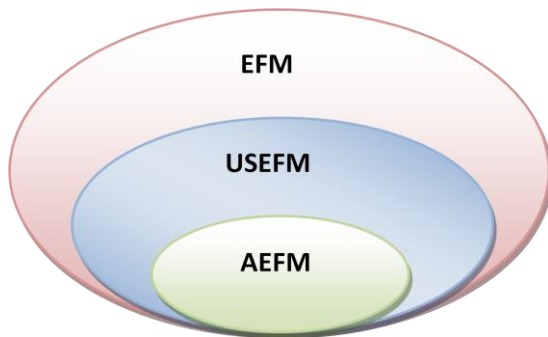
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: S/HRO/WDG
Cleared : RSO/WGH
Drafted : HRA/MM

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Vacancy Announcement

U.S. Embassy, Iraq



Announcement Number: 11-130 (T)	SUBJECT: Security Investigator (Kirkuk) - Trainee Level, FSN-09 Major Duties and Responsibilities	Opening Date: 08-19-2011 Closing Date: 09-02-2011
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25% of time:

Investigations, Report Writing and Research: Conducts all initial and update background investigations of local Mission personnel. Investigates, corroborates and verifies, where possible, such background information as employment status and history, educational information (to include school attendance, graduation, and certification of degree awarded), and criminal activity. Makes recommendations to RSO personnel on the basis of findings to hire or terminate personnel. Results are provided to RSO in a written report. Conducts sensitive, complex criminal investigations impacting American personnel and dependents while remaining discreet about the findings. Conducts investigations stemming from traffic accidents in which vehicles registered to the U.S. Embassy/Diplomatic Presence in Kirkuk are involved. Performs investigative assignments as directed by RSO staff, including those initiated by the U.S. Mission or by various U.S. Government law enforcement organizations at Post or in the region – in particular, the FBI and USSS. Assists RSO staff to obtain information for counter-terrorist, criminal, surveillance, visa/passport fraud, threat, or other official investigations. Works with RSO's cleared American investigator responsible for completing background investigations on new or current cleared American personnel by verifying residences, employment and educational background of American citizens with past histories in Iraq and throughout Kirkuk's extensive consular district. Obtains criminal records – official or unofficial - from police sources for criminal investigations. Assists with the representation of U.S. interests in court cases by providing assistance in obtaining evidence and statements and by advising RSO staff of local legal procedures. Reviews media, police and other sources to compose periodic reports on local crime trends for use by RSO personnel.

20% of time:

Intelligence: Oversees scheduling for the six PPS to split time at the new Counter-Terrorism Center, ensuring that RSO has a constant, respected presence at the CTC to coordinate with Iraqi Police, Iraqi

Army, Asayish, Peshmerga, and other entities in order to collect timely information on all IEDs, IDFs, terrorist threats, and reports on arrests and other steps taken by the authorities in regards to threats. Incumbent will ensure that such information is provided to the Diplomatic Presence in Kirkuk as quick as possible, and work out any and all hindrances.

20% of time:

Liaison: Liaises with local police, national security officials, non-governmental security officials and private sector/residential security representatives to keep RSO staff informed of any activities or events (such as threat information, crime trends, and methods of operation of local terrorist and/or criminal organizations) that could affect the security of the U.S. Mission, its facilities and personnel. Uses contacts to facilitate meetings between RSO staff and local officials. Acts as the principal point of contact with local law enforcement organizations for VIP visits (to include POTUS, Cabinet secretaries, former POTUS, Congressional delegations and governors). Also serves as the main contact for various USG security services charged with protective duties (facilitates meetings between American agents and senior Kurdish security/police/military (at the Colonel level or above, airport and hotel security personnel). Participates directly in negotiations between RSO and Kirkuk police/military related to security issues (weapons, radios, motorcade formations, etc.) for high-level U.S. VIP visits. Is routinely called upon to act as an advance agent on behalf of U.S. Government security representatives to facilitate access to official, sensitive Iraqi Government sites. Conducts/completes detailed site surveys for use by VIP protective agents.

15% of time:

Acts as interpreter for RSO staff at meetings with senior police/security personnel (MG, BG, Colonel level, etc.) and translates correspondence and documents for liaison meetings, security notices, and internal memoranda for all security staff. Interprets for RSO special projects – e.g., and unclassified counterintelligence refresher briefings.

15% of time:

Supervises, mentors, and trains six Personal Protection Specialists (PPSs'). Ensures that they are enrolled in DS-training courses and participate in mandatory Post-training related to security and emergency preparedness. Ensures they are trained in the proper use of Diplomatic Presence in Kirkuk and RSO specific equipment.

5% of time:

Establishes a rotational PPS duty schedule that places one FSNI or PPS per week on call evenings and weekends to respond to threats, criminal incidents, motor vehicle accidents, or other emergencies involving Mission personnel. A critical piece of this responsibility is to make sure that Police response to point of origin sites of IDF hitting the Diplomatic Presence in Kirkuk footprint is quickly achieved.